



FY 2017 Victim Services Training
Request for Grant Applications (RGA)

Massachusetts Victim and Witness Assistance Board

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The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

Massachusetts Office for Victim Assistance

Request for Grant Applications (RGA)

RGA File Name/Title:

FY2017 Victim Services Training Grant

RGA File Number:

2017VSTG

Procuring Department:

Massachusetts Office for Victim Assistance

Initial Contract Duration:

Contract duration will be established on based on the application.

Application Period

Applications will be accepted on an ongoing basis beginning at the open date. Should applications exceed available funding, the application period will close until or if additional funding becomes available. In the event the application period closes and reopens, MOVA reserves the right to request that applications be resubmitted.

RGA Duration

This RGA is to be in effect for a period of three years with the option to extend or terminate at the discretion of the Victim Witness Assistance Board (VWAB) or their designee (MOVA)

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All required forms can be downloaded from <https://www.COMMBUYS.com/bsa/>
Or at www.mass.gov/mova

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Introduction

The Massachusetts Office for Victim Assistance (MOVA), operating under the guidance of the Victim and Witness Assistance Board (VWAB), serves as a statewide resource for victim service providers. The VWAB is the designated state authority to administer federal funds for victim services available through the Federal Victims of Crime Act of 1984 (VOCA). The VWAB is dedicated to advancing the rights of and improving services to victims of crime in the Commonwealth. Since the passage of VOCA, the VWAB has administered the grant in Massachusetts. One of the primary responsibilities of the VWAB is to promote high quality, comprehensive and coordinated services to victims of crime through the VOCA grant.

The purpose of this procurement is to:

1. Provide training funds (**professional development**) to eligible public or nonprofit agencies, including victim/survivor led programs seeking professional development funding for their internal staff to enhance program and service delivery such as sending staff to trainings to learn critical victim service delivery skills.
2. Provide training funds (**hosting**) to eligible public agencies, nonprofit agencies, including victim/survivor led nonprofit agencies interested in providing free or reduced cost training opportunities for, and to, external victim services programs, survivors of crime, or allied professionals to enhance the provision of services to victims of crime across the Commonwealth of Massachusetts.
3. Provide training funds (**hosting**) to eligible statewide coalitions interested in providing free or reduced cost training opportunities for, and to, victim services programs, survivors of crime, and allied professionals to enhance the provision of services to victims of crime across the Commonwealth of Massachusetts.

Applicant Eligibility

To be eligible to apply prospective applicants must:

- Operate and identify as a victim assistance provider, victim led organization, or other provider such as a statewide coalition (within Massachusetts) that works directly or indirectly with, or support crime victim services.
- Operate as a public agency or nonprofit agency.
- Applicant must have the approval and support of agency leadership in applying for these funds.
- Applicants must:
 - Submit an Intent to Apply form at least five (5) days prior to submitting any application
 - Submit applications to **provide staff professional development** 60 calendar days prior to the event
 - Submit applications to **host** trainings 90 calendar days prior to the event
- Successful applicants (awardees) must abide by the requirements set forth in this Request for Grant Application (RGA) and the VOCA Policies & Procedures Manual and any additional reporting requirements as indicated by MOVA or the Office for Victims of Crime (OVC), and the Office of the Chief Financial Officer (OCFO). Applicants are strongly encouraged to read all documents thoroughly prior to preparing your application.
- Interested applicants who are unsure that these requirements can be met are encouraged to contact the Procurement Team Leader, via email at kristen.tavano@state.ma.us prior to applying.

Eligible Projects

- Public agencies or nonprofit agencies, including victim/survivor led programs:
 - Hosting trainings for external victim service programs, survivors of crime, allied professionals, or ancillary victim service related programs designed to enhance victim service delivery
 - Multidisciplinary team trainings (must have one lead applicant)
 - Professional development funding for applicant's staff to enhance program and service delivery such as:
 - sending staff to trainings to learn critical victim service delivery skills
 - sending staff to a victim services related national conference

- Coalitions:
 - Hosting trainings for victim service programs, survivors, allied professionals, or ancillary victim service related programs designed to enhance victim service delivery (non-member agency staff may also attend)
 - Multi-day trainings
 - Training series (multi-part training)

Award Criteria

- Individuals may not apply
- Incomplete submissions will be denied
- Applications to host trainings must be submitted 90 calendar days prior to the event or the request will be denied
- Applications to provide staff professional development must be submitted 60 calendar days prior to the event or the request will be denied
- No more than two (2) applications will be funded from any applicant in a 12-month period
- Training applications for which funding has already been requested and approved via other funding sources are not eligible. Applicants may not supplant funds. However, supplemental funding may be sought for eligible projects
- Any training materials utilized via funded projects may be subject to prior approval at the discretion of MOVA or the VWAB
- **Trainings must comply with applicable law.** In developing and conducting grant-funded training, grantees (and any subgrantees) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.
- Recipients are responsible for fulfilling requirements outlined in the Americans with Disabilities Act (ADA).
- The content of training programs must be accurate, useful to those being trained, and well-matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with guidance outlined within this RGA.
- **Trainers must be well-qualified in the subject area and skilled in presenting it.** Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, grantees (or subgrantees) should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.
- **Trainers must demonstrate the highest standards of professionalism.** Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

Allowable Costs

All costs are subject to MOVA approval.

Training Costs

Allowable costs for professional development trainings **may** include:

- Conference and training *registration* fees. Conferences are defined broadly to include meetings, seminars, symposiums, and events.
- Trainer contract costs to provide a training for staff (costs must be within allowable MOVA consultant rates)

- Training registration fees – including Webinar participation
- Travel expenses (includes transportation and per diem for training participants)*
- Lodging (may not exceed allowable GSA rate)
- Continuing Education Units (CEUs)
- Budget approval must be received prior to incurring any expenditure

Hosting Costs (Conferences and Workshops)

Allowable costs for conferences **may** include:

- Conference or meeting arrangements. Conferences are defined broadly to include meetings, trainings, seminars, symposiums, and non-fund raising events.
- Publicity costs – To advertise event
- Registration costs– In order to offer free or reduced cost conferences
- Continuing Education Units (CEUs)- For participants
- Conference space costs
- Technology costs – Rental or use costs related to conducting Webinar/web broadcast
- Simulcasting and Translation services costs – To expand audience and ensure accessibility
- Travel expenses (includes transportation and per diem for speakers)*
- Administrative costs specific to the event such as:
 - Pro-rated Salaries of personnel coordinating events
 - Pro-rated rental space for personnel work space
 - Postage
 - Pro-rated phone and internet
 - Reproduction of training materials
- Budget approval must be received prior to incurring any expenditure

** per diem - reimbursement available on presentation of receipts, to cover meals*

Unallowable Costs

- Charging of fees and generating retained program income or fundraising via events funded via this application.
 - Fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as meals for attendees. Any revenue generated must be utilized to enhance the training or the training series for which the fee is charged. Program retained income/revenue from trainings is unallowable.
- Training costs for federal employees and military personnel. However, both may be consulted/partnered with should a training include elements of how to improve victim services to these groups or collaborations across disciplines
- Offender or prevention focused trainings
- Conference or training costs covered by host agency for any individual who is a featured speaker at the same training or conference. If applying for award in this category staff member must attend the entirety of the event to be eligible for non-host covered costs.
- Conference or training costs for victims
- Prevention activities (applicants may request funding for the non-prevention aspect of training/event)
- Degree programs (CEUs are allowable)
- Lobbying events
- Meals other than staff professional development applications
- Public Education events (outreach is allowable)
- Late Registration Fees
- Development of print, video, and multimedia products for re-use, re-broadcasting

Available Funding

This is a cost reimbursement grant. Funding for these awards will be supported by federal award 2015-VF-GX-0042 OVC FY15 Victim Assistance Discretionary Grant Training Program, in addition to state and federal funds, as available.

Applications will be accepted on a rolling basis beginning at the open date of the RGA. Should submitted applications exceed available funding; the application period will close until or if additional funding becomes available. In the event the application period closes and reopens, MOVA reserves the right to request that applications be resubmitted.

The award period will be dependent on the proposed project timeframe and compliance with any applicable regulations. All awards, extensions, renewals, or amendments to this RGA or any award of funds will be made at the discretion of the VWAB.

It is important that you read the most recent version of VOCA Policies and Procedures carefully PRIOR to applying for VOCA funding to familiarize yourself with all programmatic and fiscal requirements.

Matching Funds

Applicants are encouraged, but not required, to seek and provide non-federal funding for applications in the form of cash and/or in-kind contributions. This condition is subject to modification by MOVA dependent on the source of funding utilized to support training grants.

Method for Invoicing

All awards made from this procurement will be on a cost reimbursement basis. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must submit reimbursement invoices within 30 days of the approved training or event. Reimbursements will be made only for costs included in the approved budget, and only after the approved costs are incurred and expensed. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

Application Process

Registration on COMMBUYS, the Commonwealth's Procurement system as a "Seller" is encouraged, but not required. Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

Intent to Apply

All applicants must submit an Intent to Apply Form, which can be found on www.mass.gov/mova and COMMBUYS. A hard copy original is not required. You *must* inform MOVA of your program's intention to apply five (5) business days prior to submitting any application. Confirmation of receipt will be sent via e-mail to the program contact listed on the Intent form.

Timeline

May 9, 2016	Release RGA on or about this date
May 9, 2016	Application period open
May 12, 2016	Informational Webinar (11 am) (repeats as necessary)
As Necessary	VWA Board Vote
As Necessary	Awardees Notified
August 2016	TBD Project Reporting Webinar for recipients (repeats as necessary)
June 30, 2019	Anticipated End date for RGA unless amended

Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.

Informational Webinar

A non-mandatory Bidders' Online Webinar will be held on May 12, 2016 from 11am-12:00pm. Though not mandatory, potential applicants are strongly encouraged to attend.

A registration link can be found at <https://attendee.gotowebinar.com/register> Registration is limited to 100 attendees. These webinars will be repeated throughout the grant cycle as necessary.

Application Instructions

All applicants are required to use the PDF application provided by MOVA. This application is fillable and progress can be saved. It is the responsibility of the applicants to ensure that they have downloaded the appropriate software to fill out this application. The software can be found at [Adobe Reader](#)

An "application" incorporates one training, conference, or multiple session event. Further, a single application may include multiple attendees. Any separate and distinct event must be submitted as a separate application. Maximum two per a 12-month period.

Electronic applications are due in the MOVA office no later than 5pm of the applicable due date. Proofread the application carefully and complete the checklist to ensure all information is included.

Section I.

Agency Information

Each applicant must submit the contact information for the agency applying, including the name, current address, phone number, e-mail address, and leadership contact. Contact information must be provided for the applicant agency contact, name, title, telephone, and email.

Indicate the type of agency. If selecting "other" please identify type.

Indicate if agency is/was a direct OVC grantee/recipient in the last 24 months. If yes, include the name and email of the OVC Grant Manager.

Specify the length of time the agency has provided victim services.

- Direct service agencies MUST also provide a description of the direct victim intervention services currently provided.
- Coalitions MUST also provide a thorough description of the coalition's history. Include a list of member agencies, and the specific range of services provided to member agencies.

Indicate if agency has received an award for training as applicant or as a recipient of support for professional development for example as a member of an MDT training application. (Not inclusive of VOCA/DDTF/AEAP/SAFEPLAN awards) from MOVA in the past 12 months.

Section II.

Category of Application

Indicate the category of training requested as: (select only one)

- An agency applying for staff professional development training, such as attendance at a conference or attending job specific trainings to expand and enhance ability to provide or support victim intervention services.
- An agency applying to host training.
- A coalition applying to host training for member organization to enhance abilities of the network of providers supported by the respective coalition to advance victim intervention services (attendance can be open to non-members).

Section III (a)

Event Information for Staff Professional Development Trainings

Include the event or training title, date(s), and location of the training (e.g. "Trauma Informed Care, December 15, 2016, Worcester MA"). For conferences, include the name of the agency or organization hosting the conference (e.g. "2016 NCVC annual conference").

For conferences, indicate if any staff training funded via this request is a speaker or trainer at the event? In order to receive an award the staff person must *attend* the entirety of the conference/event including workshops to be eligible. Any host paid costs such as registration or travel should be noted as covered expenses in Section IV(a) Expenses covered by agency.

Include the event web site (If available).

In a minimum of five sentences, describe why this training or conference is relevant to the direct service work, what specific knowledge, skills and abilities will be acquired and how they will be used to improve direct services to victims. Please note applications cannot be approved without a detailed description that includes all of these factors.

Multidisciplinary teams (MDT)

For applications to send Multi-Disciplinary Teams (MDT) to trainings (i.e. teams comprised of staff from multiple agencies such as a SAIN team or high risk teams). There should be one lead (sponsor) applicant agency acting as the primary contact and fiduciary. A Supervisor/Chief Executive Attestation should be completed and attached for each member of the MDT. This document is found in Section III(c) of the application.

Section III(b)

Budget Information – Staff Professional Development Trainings

Please Note: Application approval is not guaranteed. We advise that no financial commitment is made until you receive confirmation and approval from MOVA.

Allowable costs

- **Tuition/Registration fees:** Training or conference registration fees. Fees for late registration are not covered by this grant.
- **Lodging expenses:** Indicate the number of nights requested. Lodging is not covered by the grant if the recipient lives within 50 miles of the event without express permission from MOVA. Reimbursement will not exceed the allowable GSA rate.
- **Meals/Incidental expenses (M&IE):** Indicate the number of full (onsite) and travel days requested. Actual meal and incidental expenses, up to the maximum allowed, will be reimbursed based on the itemized receipts you submit with your reimbursement form. Alcoholic beverage expenses will not be reimbursed.
- **Ground transportation (local training):** Expenses can include parking, shuttle fare, and taxi or public transportation to and from the training facility, and personal vehicle mileage at the per diem rate to and from the training facility or to and from the airport, train, or bus station. Personal vehicle mileage is reimbursed at the applicant agency rate, not to exceed the allowable federal rate (a mileage statement from an online mapping service must be submitted with the reimbursement form). Rental cars are not covered.
- **Travel (Out of State travel necessary):** Expenses can include round-trip coach airfare (not to exceed \$600), baggage fee, train fare, bus, or shuttle fare *to and from airport*. Award recipients are expected to take advantage of excursion or other special fares (such as 14-day advance purchase) when booking air travel.

Indicate expenses covered by applicant or sponsored agency, including any antedated fees (revenue must be utilized to offset costs).

NOTE: An application missing this information will be considered incomplete and rejected. All fields are required; where you are not requesting expense reimbursements, please enter **\$0**.

Section III(c)

Supervisor/Chief Executive Attestation

This section ensures that a supervisor or agency's chief executive supports attendance at the training event and all requirements associated with receiving an award. For applications to send MDT to trainings (i.e. staff from multiple agencies such as SANE or High Risk teams), a Supervisor/Chief Executive Attestation should be completed and attached for each member of the MDT.

Section IV(a)

Event Information for Agencies and Coalitions applying to host trainings

Identify the composition of the audience for this training - select all that apply. While trainings/events for the public can be supported, priority will be given to direct service focused and targeted events.

Describe what will be gained from attending the event that will help improve direct victim intervention services. Include why this training or conference is relevant to direct service work, including what specific knowledge, skills and abilities will be acquired and how they will be used to better provide direct services. Please note applications cannot be approved without a detailed description that includes all of these factors.

Will a fee be charged to attendees for this event? If yes, fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as food for attendees. Any revenue generated must be utilized to enhance the training for which the fee is charged. Program retained income/revenue from trainings is unallowable.

Is the site ADA compliant? If no, can acceptable temporary accommodations can be made?

Indicate the number of individuals to be trained (expected attendance)

When delivering a training, pre and post testing is encouraged. Indicate whether pre and posttests have been developed and provide an example if one is available. When delivering a training or hosting a conference/workshop evaluations are REQUIRED. Indicate whether evaluation forms have been developed and provide an example if one is available.

Should you require samples/examples please contact the Director of Training and Outreach at MOVA, Brittney Rizo at Brittney.rizo@state.ma.us

Once completed, move to Section V

Section IV(b)

Budget Information for Agencies and Coalitions applying to host trainings

Please Note: Application approval is not guaranteed. We advise that no financial commitment is made until you receive confirmation and approval from MOVA.

List the title of the training.

If this is a blanket request (for more than one consecutive related events) list the relevant details (number of occurrences, location(s), and start and end dates (approximate if necessary)). Applicants can modify dates subsequent to receiving an award with express approval from MOVA.

Applicants are required to seek at least three bids for trainings/conference hosting costs when utilizing private facilities such as hotels and conference centers. Estimates must have been gathered within six months of submitting application. Applicants are not required to select the lowest bid, however MOVA may request additional justification such as a description of “value added” in the selection of a facility.

Allowable costs

- **Cost of Meeting Space:** Cost for Training or Conference space. A unit = 1 attendee
- **Audio-Visual Equipment and Services:** (max \$25/per attendee)
- **Printing and Distribution:** Cost for printing, advertisements, handouts, pamphlets
- **Conference Planner – Logistical:** Should be all inclusive of specific staffing costs necessary to plan and execute event(s). Existing staff costs are allowable however, funding should be supplemental, not exceed any current salary, and not supplant existing funding. In the event Consultants services are necessary express approval required for any costs in excess of \$450/day for an 8-hour day.
- **Conference Trainer/Instructor/Presenter/Facilitator:** Existing staff costs are allowable however, funding should be supplemental, not exceed any current salary, and not supplant existing funding. In the event Consultants services are necessary, express approval required for any costs in excess of \$450/day for an 8-hour day.

Conference Trainer/Instructor/Presenter/Facilitator expenses:

- **Lodging expenses:** Indicate the number of nights requested. Lodging is not covered by the grant if the recipient lives within 50 miles of the event without express permission from MOVA. Reimbursement will not exceed the allowable GSA rate.
- **Meals/Incidental expenses (M&IE):** Indicate the number of full (onsite) and travel days requested. Actual meal and incidental expenses, up to the maximum allowed, will be reimbursed based on the itemized receipts you submit with your reimbursement form. Alcoholic beverage expenses will not be reimbursed.
- **Ground transportation (local training):** Expenses can include parking, shuttle fare, and taxi or public transportation to and from the training facility, and personal vehicle mileage at the per diem rate to and from the training facility **or** to and from the airport, train, or bus station. Personal vehicle mileage is reimbursed at the applicant agency rate, not to exceed the allowable federal rate (a mileage statement from an online mapping service must be submitted with the reimbursement form). Rental cars are not covered.
- **Travel (Out of State travel necessary):** Expenses can include round-trip coach airfare (not to exceed \$600), baggage fee, train fare, bus, or shuttle fare *to and from airport*. Award recipients are expected to take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel.

Other Costs: (must be itemized)

Expenses covered by applicant agency

- Fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as food for attendees. Any revenue generated must be utilized to enhance the training or the training series for which the fee is charged. Program retained income/revenue from trainings is unallowable.
- Please include any costs covered by agency

NOTE: An application missing this information will be considered incomplete and rejected. All fields are required; where you are not requesting expense reimbursements, please enter **\$0**.

Section V

Award Concurrence

This ensures that the information provided in Sections I to IV to the best of your knowledge, is accurate

General Attachments

Applicants are required to submit the following attachments.

MOVA Provided Attachments

To be submitted only for requests in excess of \$10,000 dollars

Forms are available on COMMBUYS and www.mass.gov/mova.

A. Contractor Authorized Signatory Listing Form

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the Agency. Applicants may authorize multiple signatories for the agency – submit a notarized page for each. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form.

B. Assurances Form

The authorized signatory of your agency is required to sign and date the assurances form.

C. Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters

Applicants seeking VOCA funds are to complete this certification stating that the VOCA funded employees will not engage in lobbying activities. In addition, your agency must certify that it has a drug-free workplace and is not presently debarred.

D. Office for Civil Rights Certification Form

Recipients of VOCA funds, unless exempt, are required to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO). This certification must be submitted with the application, and renewed every two years. Applicants that are exempt are still required to submit the form.

If request is in excess of \$25,000 – must be submitted in addition to forms listed in A- D

E. Federal Funding and Transparency Act (FFATA) form

This must be submitted for any request in excess of \$25,000 dollars.

F. General VOCA Subgrant Conditions & Certification Form

The General Subgrant Conditions & Certification Form must be read, understood, agreed upon, and signed by the authorized signatory and the Program Director.

G. Acceptance of Special Conditions

If not currently a state vendor – all applicants:

H. Commonwealth Terms and Conditions

<http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

I. Request for Taxpayer Identification Number and Certification (W-9) Form

Two forms must be completed by a potential applicant prior to doing business with the Commonwealth, the Commonwealth Terms and Conditions Form (listed above) and the Request for Taxpayer Identification Number and Certification (W-9) Form. No applicant will be awarded any contract unless both forms are on file with the Office of the State Comptroller. Terms and Conditions and W-9s only have to be submitted to the Commonwealth once, unless there is a change in the agency (i.e. agency name, address or contact information).
<http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

J. Electronic Funds Transfer Sign Up Form

<http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

Application Submission

Electronic Format

The PDF grant application and grant funding request forms are fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Applicants will submit this form and required backup documents in their entirety as attachments. Electronic signatures are accepted for forms submitted electronically.

Applicants will submit one e-mail with their application, and all other required documentation as separate attachments to MOVAGrants@state.ma.us. If you are limited by the attachment space through your e-mail service, you may send more than one e-mail, note in the subject line that it is 1 of 2 or 2 of 2, for example.

Application documents created by MOVA must be received in their respective formats (PDF) and cannot be accepted in an alternative format (i.e. scanned copies).

Application documents must be e-mailed to: MOVAGrants@state.ma.us

CC: the Procurement Team Leader on all submissions: Kristen.tavano@state.ma.us

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example:* 2017VSTG_Application_AgencyName

Applicants may use read receipts to ensure delivery of electronic applications and may share tracking receipts with the Procurement Team Leader.

Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants as outlined (Pg. 4 of this document). The applicant will be contacted in the event the submitted application or applicant does not appear to meet the eligibility requirements.

This evaluation system is not wholly determinative of which applications are awarded grants. MOVA reserves the right to negotiate award amounts with successful applicants.

The following areas will be considered when reviewing applications:

- Are proposed trainings/events aligned with broader victim service provider training needs?
- Has applicant clearly stated how the proposed training will enhance program and direct service delivery to crime victims?
- Has applicant provided a clear and reasonable budget?

Post-Project Reporting Requirements

The recipient **MUST** submit a final report within 30 days of the event to receive reimbursement for expenses. This report will include detailed information about the project(s) funded, including, but not limited to identified reports (below).

Post award reporting for *Staff Professional Development*

As an award recipient, agencies are required to complete a report explaining how the staff person(s) plan to implement the skills and knowledge acquired as a result of attending the conference in ongoing work with crime victims.

Post award reporting for Agencies or Coalitions hosting trainings

As an award recipient, agencies are required to complete a report explaining

- Number of trainings provided to service providers and other who work with crime victims
- Number of training events held
- Number of participants who successfully completed the training
- Number of people trained
- Number of organizations that receive training and technical assistance
- Provide an a summary of pre and post test results
- Provide an a summary of event evaluations

Method for Cost Reimbursement

Training grants are made on a cost reimbursement basis. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. Reimbursements will be made only for costs included in the approved budget, and only after the approved costs are incurred, expensed, and the required project report has been submitted. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

Post award modifications

The awardee agrees to submit to MOVA for approval a revised budget for any budgetary changes in excess of 10% of the award amount. For revisions below the 10% threshold, an updated budget should be submitted along with final project and expenditure report. Regardless of percentage shift, all costs must be necessary and allowable and are subject to final MOVA approval prior to reimbursement.

Questions/Technical Assistance

Kristen Tavano, Senior Grants Procurement Manager is the designated Procurement Team Leader for this RGA. Applicants may submit written questions regarding the RGA at any point in the process. Questions should be e-mailed to kristen.tavano@state.ma.us. Answers to all questions received will be both sent directly to the applicant and posted on COMMBUYS and www.mass.gov/mova on a rolling basis. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

Applicant Checklist

- ☐ Submit an Intent to Apply form at least five (5) days prior to submitting any application
- ☐ Submit applications to provide staff professional development 60 calendar days prior to the event
- ☐ Submit applications to host trainings 90 calendar days prior to the event

If request is in excess of \$10,000 dollars include:

- ☐ Contractor Authorized Signatory Listing Form
- ☐ Assurances Form
- ☐ Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- ☐ Office for Civil Rights Certification Form

If request is in excess of \$25,000 also include:

- ☐ Federal Funding and Transparency Act (FFATA) form
- ☐ General VOCA Subgrant Conditions & Certification Form
- ☐ Acceptance of Special Conditions

If not currently a state vendor – all applicants:

- ☐ Commonwealth Terms and Conditions
- ☐ Request for Taxpayer Identification Number and Certification (W-9) Form
- ☐ Electronic Funds Transfer Sign Up Form

Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on the MOVA website, COMMBUYS, and sent via e-mail to applicants intending to apply.